



BABYLON DENTAL CARE: Notice of Privacy Practices

This Notice describes how health information about you may be used and disclosed and how you can get access to this information. Please review it carefully. The privacy of your health information is important to us here at Babylon Dental Care.

Our Legal Duty

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this notice while it is in effect. This notice was updated June 9, 2023, and will remain in effect until we update it further or replace it. We reserve the right to change our privacy practices and the terms of this notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this notice and make the new notice available upon request. You may request a copy of our notice at any time. For more information about our privacy practices, or for additional copies of this notice, please contact the Practice Administrator of this office.

Uses and disclosures of Health Information

We use and disclose health information about you for treatment, payment and healthcare operations. For example:

Treatment:

We may use or disclose your health information to a dentist, physician or other healthcare provider providing treatment to you.

Payment:

We may use or disclose your health information to obtain payment for services we provide to you, such as submission of a claim to an insurance company for payment or partial payment for our services.

Healthcare Operations:

We may use or disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities. However, nothing in this

section requires Babylon Dental Care to oversee, supervise or dictate the professional activities of duly licensed dental professionals.

Your Authorization:

In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it, in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this notice or permitted by federal or state law.

To your Family and Friends:

We must disclose your health information to you, as described in the Patient Rights section of this notice, unless state or federal laws provide an exception. We may disclose your health information to a family member, friend or other person to the extent necessary to help you with your healthcare or with payment for your healthcare, but only if you agree that we may do so. If you would like us to disclose your information to family or friends, please indicate that here:

Name of Person to Receive Communications from Us: _____

Relationship to You: _____

Email Address and Telephone number: _____

Persons Involved in Care:

We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person reasonable for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays or other similar forms of health information.

Marketing:

Health-Related Services: We will not use your health information for marketing communications without your written authorization.

Required by Law:

We may use or disclose your health information when we are required to do so by law.

Abuse or Neglect:

We may disclose your health information to appropriate authorities as permitted by applicable federal and state law if we reasonably believe that you are the possible victim of abuse, neglect, or domestic violence or the possible victim or other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

National Security:

We may disclose to military authorities the health information of Armed Forces personnel under certain limited circumstances the extent permitted under HIPAA and other laws. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institutions or law enforcement officials having lawful custody of protected health information of inmate or patient under certain circumstances.

Appointment reminders:

We may use or disclose your health information to provide you with appointment reminders (such as voice mail messages, e-mail, postcards, text messages or letters), but please see the section on Alternative Communication, below, for the required authorization for uses certain communications media.

PATIENT RIGHTS**Access:**

You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. You must make a request in writing to obtain access to your healthcare information. You may obtain a form to request access by using the contact information listed at the end of this notice. We will charge you a reasonable cost-based fee for expenses such as copies and staff-time to locate and copy your health information, and postage if you want the copies mailed to you. If you request an alternative format, we will charge you a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. Please contact us for a full explanation of our fee structure.

Disclosure Accounting:

You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities, for the last 6 years. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

Restrictions:

You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions. But if we do, we will abide by our agreement (except in an emergency).

Alternative Communication:

You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. (You must make your request in writing.) Your request must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative means or location you request. If you would like us to communicate with you by commercial email (such as Gmail, Hotmail, etc.) please note that these email messages are not secure and may be read by the messaging service providers, their business partners and others. Similarly, text messages are not secure and may be accessible by those whom you have not authorized to read them. Understanding that commercial email and text messages are not encrypted and therefore are not secure, if you still would like us to communicate with you over these media please check the box below for your preferred method of electronic communication (you may revise this consent but that will not affect any messages sent before the day you revised the consent):

Commercial Email Platform(s): YES/NO

Text Messages: YES/NO

Amendment:

You have the right to request that we amend your health information. Your request must be in writing, and it must explain why the information should be amended. We may deny your request in our professional judgment exercised in accordance with applicable federal or state laws.

Questions and Complaints:

If you want more information about our privacy practices or you have questions or concerns, please contact us. If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint upon request. We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with the U.S. Department of Health and Human Services upon request.

A Paper Copy of This Notice:

You have the right to receive a paper copy of this notice upon request. You may obtain a copy by asking one of our front desk staff members to provide one for you.